

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT
HOUSEHOLD HAZARDOUS WASTE GRANT (13th Cycle)
FISCAL YEAR 2004/05**

APPLICATION INSTRUCTIONS

**Application must be received
by 4:00 PM April 9, 2004**

**Hand delivery is acceptable.
Faxed or E-mailed applications will not be accepted.**

California Integrated Waste Management Board
Attn: Phillip Poon, Grants Administration Unit (HD13)
1001 "I" Street, MS-10,
P.O. Box 4025
Sacramento, CA 95812-4025
(916) 341-6643

GRANT APPLICATION SUBMITTAL CHECKLIST

- ☐ Application Cover Sheet (Attachment A)
- ☐ Table of Contents
- ☐ Resolution(s) (Attachments B-1 and B-2); and, if applicable, Letter(s) of Authorization (Attachment F)
- ☐ Proposal Narrative (not to exceed 15 pages, exclusive of the required attachments)
- ☐ Work Plan (Attachment C)
- ☐ Budget (Attachment D)
- ☐ Recycled Content Purchasing Evaluation Sheet (Attachment E)

One original and three copies of the application must be submitted to:

**California Integrated Waste Management Board
HHW Grant FY 2004-05
Attn: Philip Poon, Grants Administration Unit
1001 I Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025**

- ☐ Copies: Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." Copies must be free of distortion and easy to read.
- ☐ Font: 12 points or larger font.
- ☐ Paper: 8 ½ x 11" recycled-content paper, double sided and numbered consecutively.
- ☐ Stapled, not bound: upper left-hand corner.

**Applications must be received by 4:00 pm on April 9, 2004 at the CIWMB.
Hand delivery is acceptable.
Faxed, or E-mailed applications will not be accepted.**

Questions?? Contact Anna Ward at (916) 341-6454
or Eric Brown at (916) 341-6459

Question and Answer Period

Questions about the HHW Grant (13th Cycle) FY 2004/05 (HD13) application may be submitted in writing from February 6, 2004 through February 27, 2004 to Anna Ward, by e-mail to award@ciwmb.ca.gov or sent by mail to:

California Integrated Waste Management Board
Attn: Anna Ward
Used Oil and HHW Grants
1001 I Street, MS-21
P.O. Box 4025
Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet on or about March 12, 2004. Responses will be posted on the CIWMB's grants website www.ciwmb.ca.gov/HHW/Grants and mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

TENTATIVE DATES	ACTIVITY
January 27 – April 9, 2004	Application period
February 6 – February 27, 2004	Question and Answer Period
March 12, 2004	Questions and Answers Posted on CIWMB Website
April 9, 2004 (by 4 pm) This date is not subject to change	Deadline for Application receipt by CIWMB in Sacramento
April 27 – May 25, 2004	Panels review applications and prepare recommendations
July 6, 2004 (tentative)	Special Waste Committee
July 20 – 21, 2004 (tentative)	Board considers funding recommendations
August 2004	Grant agreements mailed to Grantees for signature
September 2004	Grant recipients begin grant projects upon receipt of Notice to Proceed
March 31, 2007	Close of grant term
May 3, 2007	Final report and payment request due

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HOUSEHOLD HAZARDOUS WASTE GRANT

FY 2004/05

I. GRANT SUMMARY AND GUIDELINES

■ **BACKGROUND**

Public Resources Code Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award competitive grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills.

Grant funds must be used to establish or expand HHW programs that provide collection opportunities, and/or corresponding public education/publicity campaigns. Proposed activities should complement local and regional HHW management and used oil programs.

■ **APPLICANT ELIGIBILITY**

California cities, counties, and local agencies, including Indian reservations and rancherias that recognize themselves as local agencies responsible for HHW management.

- ◆ Commercial businesses and nonprofit groups are not eligible to apply for this grant
- ◆ Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application.
- ◆ Applicants must score 70% (56 points) of the General Review Criteria, in order to be eligible to receive points in the Program Criteria section.

■ **FUNDING AVAILABLE**

It is anticipated that \$4.5 million will be available pending approval of the California State Budget. The maximum award is \$200,000 per individual applicant and \$300,000 per regional (two or more cities/counties) applicant.

HIGH PRIORITY PROGRAM ACTIVITIES

Public Resources Code Section 47200 directs the CIWMB to focus funding priorities toward:

- ◆ New HHW programs for rural areas, or for small cities
- ◆ New HHW programs for underserved areas; and
- ◆ Multi-jurisdictional HHW programs.

For HD13 Grants, in addition to the statutory priorities, the program criteria will be weighted towards applicants that:

- ◆ Did not receive an HHW grant award during the HD12 cycle (FY 03-04);
- ◆ Did not receive an HHW grant award during the HD11 cycle (FY 02-03); and
- ◆ Applicant proposes to establish a permanent and sustainable HHW collection facility.

■ **GRANT TERM**

The anticipated term of the grant is from August or September¹ 2004 through March 31, 2007. All costs must be incurred during the grant term.

■ **ELIGIBLE COSTS**

Costs must be directly related to the approved Grant project, identified in the Budget, and incurred during the Grant Term.

Grant funds must be used to establish or expand household hazardous waste programs that provide permanent collection opportunities and effective public education/publicity campaigns. The costs must be reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application.

The following are considered eligible activities:

- ◆ Construction of Permanent Household Hazardous Waste Collection Facility (PHHWCF) including construction, equipment and service.
- ◆ Set up and operation of temporary facilities for one-day or multi-day events.
- ◆ Construction of a permanent Antifreeze, Battery, Oil and Paint (ABOP) facility.
- ◆ Publicity and educational activities, particularly those that utilize community-based social marketing, that support HHW collection, recycling, and use of recycled products, and/or pollution prevention programs.
- ◆ Overhead or indirect costs up to ten percent (10%) justified by your jurisdiction's internal Cost Allocation Plan. These costs are expenditures not capable of being assigned and not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program. The costs of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities are examples of overhead and indirect costs.
- ◆ Sharps containers that provide disposal instructions. The containers must be collected at an established HHW collection facility in order for the grant funds to cover transportation and disposal costs. The cost of this portion of a program is not to exceed \$40,000.

■ **INELIGIBLE COSTS**

Any costs not directly related to the approved grant project are ineligible for grant funding. These include, but are not limited to, the following costs:

- ◆ Costs incurred prior to the Notice to Proceed or after the grant term
- ◆ Costs currently covered by another CIWMB loan, grant or contract
- ◆ Costs to maintain existing HHW program
- ◆ Developing a permanent facility on non-government managed property
- ◆ Purchasing or leasing of land
- ◆ Leasing of buildings
- ◆ Purchasing or leasing of vehicles by non-governmental agencies

¹ Actual start date depends upon how promptly Grantee returns signed copies to the State. Grantee will receive a Notice to Proceed advising them of actual start date for grant term.

- ◆ Remediation
- ◆ Enforcement activities
- ◆ Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- ◆ Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- ◆ Out-of-state travel
- ◆ Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- ◆ Preparation of HHW Elements
- ◆ Public education costs not directly tied to HHW collection
- ◆ Profit or mark-up by the grantee
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations
- ◆ Cell phones, pagers and Palm Pilots
- ◆ Development of school curricula
- ◆ Purchase of premiums that contribute to the household hazardous waste stream
- ◆ Overhead in excess of 10%

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened to evaluate applications using the Scoring Criteria listed in Attachment G. Applicants must score at least 70 % (56 points) of the General Review Criteria in order to be eligible to receive points from the Program Criteria section.

■ PARTIAL FUNDING OF PROPOSALS

The review panels may recommend partial funding of any proposal and will deduct ineligible costs from the approved Budget.

■ CIWMB AWARD OF GRANTS

The Board is expected to consider the grant funding recommendations at its July 2004 Special Waste Committee and Board Meetings. All applicants will be advised by email of the Board's decision. The Board reserves the right to not award any or only a portion of the HHW grant, subject to funding availability.

Following the Board's approval of the Grant, the successful applicants will be mailed a Grant Agreement Form, Final *Procedures and Requirements*, and Final *Terms and Conditions*. These documents, along with the applicant's approved Budget and Work Plan, comprise the Grant Agreement.

The signatory designated by the Applicant's Resolution will be required to sign the Grant Agreement Form and return it to the CIWMB Grants Administration Unit **within ninety (90) days** from the date of mailing by the CIWMB. In addition, the Grantee is required to pay all outstanding debts due to the CIWMB within that ninety (90) day time-period. (Check with your Accounting Office to determine if

your jurisdiction has any outstanding CIWMB invoices resulting from unexpended Grant funds in previous cycles or other outstanding debt.) **If these two conditions are not met, the Grant may not be funded.**

When the signed Grant Agreement Form is received by the Grants Administration Unit at the CIWMB, it will be signed and executed by the CIWMB. The Grantee will be advised through a Notice to Proceed that the grant is executed, is effective, and that expenditure of grant funds may begin. A copy of the executed Agreement will also be mailed to the Grantee at that time.

III. APPLICATION INSTRUCTIONS

The Instructions are organized according to the order in which the HD13 application must be submitted. Each section contains:

- The title of the section as it should appear in your Table of Contents;
- A listing of any required attachments;
- An estimate of pages needed to address the evaluation criteria;
- Total number of points available for each section and sub-section; and
- Tips or helpful hints based on previous Grant Cycles.

Follow the format carefully as points may be deducted for not addressing certain topics, exceeding the 15-page limit, boxes not checked, application not double-sided, missing signatures or required attachments, or an unclear proposal. Double-check your application and make sure everything on the checklist (inside cover of application) is included and arranged in the order prescribed.

■ **COVER SHEET (Attachment A)**

The required Cover Sheet Form (Attachment A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form are on the reverse side of the form. It includes contact information and a summary of your proposed project.

■ **RESOLUTION (Attachment B-1 & B-2)**

The approved resolution for a single jurisdiction and all supporting documents for a regional program must be submitted, preferably with the grant application package on April 9, 2004, but no later than **May 28, 2004**. **Please select the designated signature authority carefully** because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form. If a "designee" is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either:

- ♦ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the HHW Grant (13th Cycle) FY2004/05 and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-1);
OR

- ◆ **B-2:** An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-2).

Regional and JPA Programs – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions. **In addition to submitting one of the resolutions described in B-1 and B-2 above, the lead applicant is responsible for obtaining from the participating jurisdictions (preferably including with the grant application), and providing to the CIWMB Grants Administrative Unit no later than May 28, 2004, one of the following:**

- ◆ A letter from the county administrator/city manager (see Attachment E) stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
 - ◆ A resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
 - ◆ A copy of a Memorandum of Understanding **specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.**
- **PROPOSAL NARRATIVE – 80 points** **Limit: 15 pages**
- The narrative must clearly and concisely describe and justify each task presented in the proposal. The proposal narrative should address the project summary as well as the Scoring Criteria, Attachment G. The narrative is limited to 15 pages, not including attachments.

A well-prepared application will address each question bolded below under the main section headings. Those **BOLDED** questions correspond to the scoring criteria and have point values in parentheses for your reference. The bulleted questions below are suggestions of topics that you should address to provide the review panel with the information they need to evaluate and score your proposal. **The review panel must score your proposal based on the completeness of your response to each question.**

Attachments to support the proposal narrative should be included in the appropriate section of your proposal as outlined below, and include:

- Work Plan (Attachment C)
- Budget Itemization (Attachment D)
- Recycled Content Purchasing Evaluation Sheet (Attachment E)

INTRODUCTION

The first paragraph of the application should be a re-statement of the ***Project Summary*** on the Cover Sheet identifying the proposal you are submitting.

1. NEED - 20 points

(4- 6 pages)

This section represents 20% of the total available points for the application, so it is a critical section and provides the foundation upon which your project is based.

Some issues you should address are presented as questions below. Keep in mind that responding to just these questions may not reveal all that is necessary for a competitive application.

(6 points) What are the gaps in existing programs to properly manage HHW in the proposed service area?

- How much HHW per capita did you collect last year?
- What is the extent of the HHW service currently provided to your residents?
- What services do you need to fill those gaps in your programs?
- Did you document the gaps with local population statistics, surveys, and other research or data?
- What public outreach and/or education efforts have been previously directed to this group? Did this outreach result in increased HHW collection? What did you learn from these efforts that has influenced the design of your proposed program?
- Are there health and safety and environmental incidents concerns that support the need for this program?
- What will be the consequences if the proposal is not funded?

(4 points) Have you identified the target population or geographic area to be served by this project?

- What is the population of the residents you wish to serve through the proposed application? How many more residents does this represent than the current program you provide?
- Who are the residents and what is the rationale for serving this particular population compared to others?
- Include a **map** of the service area that pinpoints the locations of all current facilities (within the last year for temporary events) that your residents can utilize. Include where the proposed facility(ies)/events will be. The map must include all facilities in the service area that your residents can currently use, even if your jurisdiction(s) is not sponsoring those events/facilities.

(5 points) Have you presented a narrative and data supporting the focus and scope of the proposed project for HHW management in the proposed service area?

- What are you proposing in this grant application to fill the identified gaps in the existing program?
- Is supplied statistics, surveys or other data relevant to the program(s) you are proposing (does it have any meaning)?

- What lessons were learned as you developed your current and/or past programs that provide a justification for your approach in this grant application?
- What insights are provided from surveys conducted and/or evaluations made that will apply to this project?
- Why should your project be funded (e.g., benefits, end products, problems to be resolved, etc.)?

(5 points) Have you described the barriers in existing programs that prevent the targeted population from properly managing HHW?

- Are barriers to participation in existing programs outlined?
- Have you documented barriers to existing programs with a survey(s) and/or other research data?
- Does proposed program address barriers?

Tips For The Need: Speculation regarding need and/or barriers will not be scored highly. Use data! Your application should demonstrate not only that the proposal is based on need, but that your need is compelling.

Provide local, pertinent data focused on your jurisdiction's concerns. Types of local demographic studies/statistics that might be useful include: percentage of total population targeted; ethnicity; age distribution; median household income; number of single family homes; and multiple family housing units; size and ethnicity of immigrant populations; etc. The websites - www.ciwmb.ca.gov/profiles and www.dof.ca.gov contain the latest population statistics and other demographics.

2. GOALS AND OBJECTIVES - 5 points

(1-2 pages)

This section provides the structural framework or foundation for the development of activities in the Work Plan and should clearly describe what you wish to accomplish with Grant funding. It should link directly with both the Needs Section and the Work Plan.

- Goals are broad, yet feasible and attainable
- Objectives quantify your goals and include activities that will allow you to achieve your goals.
- Baseline information refers to what you have achieved to date.

(3 points) What are the goals of your projects?

- What are the outcome goals relative to baseline information?
- Are the goals reasonable, realistic, and achievable?
- What do you want to do and how do you plan to implement the program?
- How does this relate to the identified need?

EXAMPLE: Outcome Goals

Goal: Increase HHW collected from immigrant residents in service area by 10%.

Goal: Distribute and collect Sharps containers through permanent HHW collection facility to decrease improper disposal of sharps.

(2 points) What are the measurable process and outcome goals that will be conducted?

- Are the identified problems being addressed?
- What activities will be conducted to meet the goals?
- How do the goals relate to the needs of your target audience?
- How will you track the progress of the project?
- How much (estimated increase or gallons of HHW) will be collected with each activity in a specified time period?
- Have you determined the current level of activity so that the impact of the proposed program can be measured?
- To whom will each activity be directed?
- Are the objectives reasonable and significant given the needs of the target population?
- Do the activities and objectives relate to the need?

EXAMPLE: Process Goals

Increase the collection of recyclable HHW by 40% within one year of constructing Recycle-Only facility at transfer station.

Activity 1. Prepare site plan.

Activity 2. Review and update environmental documents.

Activity 3. Prepare construction contract and go out to bid.

Activity 4. Award contract.

Activity 5. Construct pad, order Hazmat Storage Unit.

Activity 6. Etc.

Tips For Goals:

Be realistic about what can be accomplished within the term of the grant. If a grant proposal is too optimistic, a portion of the project may be unfinished at the end of the grant term resulting in unspent funds. This may also adversely affect future grant proposals.

3. WORK PLAN - 20 points

(3-7 pages)

Provide a specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project.

- ♦ Work Plan – see Sample in Attachment C
- ♦ Narrative – Supplement the Work Plan providing a discussion of why activities were selected to address the need and how they will do so.

(4 points) Does the Work Plan demonstrate that the activities can overcome identified barriers, fill gaps in services and/or address identified problems?

- Do the activities overcome the barriers identified that inhibit individuals from proper disposal of HHW?
- **(4 points) Have you included supporting information that demonstrates that the activities and tasks delineated in the Work Plan are well thought through?**
- Do all activities fall within the grant time frame? Are times realistic?
- Can the project be implemented in approximately 30 months?
- Does each activity related directly to the goals and need?
- Are evaluation tasks included?
- Who will be responsible for each activity in the Work Plan?

EXAMPLE: List activities under the respective goals they apply to.

GOAL1: Increase immigrant residential HHW collection by 10%.

- Activity A: Determine the size, ethnicity, and concentration of immigrant population to determine HHW collection needs (describe how, when and where you will conduct survey, how many surveys you plan to collect, and how data will be utilized to shape future outreach and collection activities);
- Activity B: Construct temporary HHW collection events adjacent to three community meeting halls to provide convenient locations for immigrants to drop off HHW (describe facility type, why location was chosen, construction time frame, projected hours of operation matched to needs of residents and staffing);
- Activity C: During temporary events, advertise permanent collection facility location and hours of operation to immigrant. (Describe who will design advertisement, what form ads will be in (flyer, etc., and how they will be distributed at the temporary events and by whom.)

(4 points) Does the educational outreach/publicity component of the program incorporate at least one of the following Community-Based Social Marketing strategies of personal commitment, social norms, targeted communication or incentives?

- Though traditional publicity and education activities can be effective in raising public awareness or providing information, their ability to foster actual behavior change is limited. Since the success of HHW programs depends upon people adopting sustained HHW recycling behavior, the Board encourages applicants to utilize alternative “behavior-oriented” marketing approaches when promoting HHW collection and recycling events and programs to the public.
- Community Based Social Marketing (CBSM) (www.cbsm.com) consists of: conducting research to determine public perception of the barriers and benefits to a desired behavior; selecting and pilot-testing a particular intervention strategy to overcome the barriers to that behavior; and evaluating the degree of behavior change following implementation of the intervention strategy. CBSM strategies motivate people to adopt sustainable environmental behaviors more effectively than conventional marketing methods, with the thought that they are carried out at the community level and involve direct contact with people. Research indicates that we are most likely to change behavior in response to direct appeals or social support from others. CBSM strategies include soliciting personal commitment pledges that transform good intentions into action, using prompts to remind people to act sustainably and creating neighborhood behavioral norms to provide peer pressure for behavior change.

If you are not including CBSM elements in this proposal, please explain why not. Points will be deducted for a traditional marketing approach if it is not sufficiently justified.

(4 points) Do your proposed activities build upon lessons learned through previous pilot projects or programs (local, regional, statewide or other)?

- Have you considered conducting a pilot program before you launch the entire program? If so, what variables will be tested and applied to the design of your HD13 program?

- Your project activities can build on a program experience that is not your own.
- However, if you are using someone else's model you must indicate that you have thoroughly reviewed and evaluated at least one other program's experience. And show how it is replicable in your jurisdiction. Was the model you propose to replicate used in a program and target population that mirror's your own?

(4 points) Do you have the strategy to fund and/or continue the project after the grant term is completed?

- How will the project or program be funded after HD13 funds are expended?
- Identify a committed funding source, and not a source that may be available.
- What is the commitment from the identified funding source(s)?

Example: Consider coordinating your project/program with other organizations that have a vested interest in the project, such as ethnic outreach organizations, non-profit groups, boating associations, marinas, farm bureaus, etc. These groups may contribute program labor and materials and/or provide an insight regarding the best way to reach your target audience. Benefiting from their experience may assist you in modifying and improving your proposal. These groups should be committed to contributing program labor and materials once the project is underway.

Tips For Work Plan:

Activities must address each goal and must flow directly from need and/or barriers identified. It should also specify evaluation steps detailed in the following evaluation criteria.

Specify which staff person (abbreviate title or include name) or contractor that will be responsible for each activity.

Coordination and communication helps to prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them. Check out the Clearinghouse and other information on the CIWMB website.

Grant funds can be used for a pilot project that forms the basis for the overall program. Pilots should be completed early enough in the term of the Grant Agreement to facilitate the rollout of a larger initiative.

4. EVALUATION - 6 points

(1-2 pages)

Evaluation can be a weak component of many proposals. While evaluation takes time and resources, it is a required activity. Evaluation documents program success and effectiveness. A CIWMB goal is to incorporate lessons learned from each grant into subsequent programs.

(3 points) What are the methods, including statistical tests or questionnaires, for process and outcome evaluation that measure goal achievement and address HHW waste stream data collection?

- What data will be collected to measure achievement of outcome and process goals and how will it be analyzed?
- How will evaluation data be collected?
- Who will be responsible for conducting the evaluation and what is their title and qualifications?
- Who will collect and analyze the data?
- What evaluation challenges are you likely to face and how will they be addressed?
- Have you identified the strategies, milestones, and tools that you will use to monitor the ongoing project?
- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your project.

Examples include:

- Track pounds of HHW collected and participation rate at events and/or facilities;
- Compile and analyze data from surveys conducted at collection events;
- Record HHW tonnage from trucks that haul collected HHW, etc;
- Record cost reductions and labor hours reduced for different program elements.

(3 points) What methods will be used to evaluate and modify the project during its implementation?

- What are potential challenges that you may face during the implementation of the grant and what are your plans for dealing with them?
- How will interim evaluation reports be produced and explain their use.
- How will you adjust process goals during project implementation when the process needs to be changed?
- How will the criteria for program success or behavior change be linked to data collected?

Tips For Evaluation:

Project evaluation should be ongoing throughout the grant term, not just at the end of the grant term. Continuous evaluation identifies problems and concerns as you go along so adjustments can be made as needed.

To assist you in your evaluation efforts refer to “Grant Management, Success With The Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from your grant manager. The guidebook can also be found on the Board’s website at <http://www.ciwmb.ca.gov/UsedOil/EvalGuide/>.

5. BUDGET - 12 points

(1-2 pages text)

For Budget Itemization - see the sample in Attachment D. For the Narrative – address the questions below in one to two pages.

(6 points) Is an itemized cost breakdown associated with each activity, task or subtask included?

- Have you included all costs associated with all tasks outlined in your narrative and Work Plan?
- Have you used only the budget categories that are specified in the application instructions?
- Are any costs ineligible for HD13 grant funding?
- Did you describe the specific type of equipment or supplies to be purchased, such as “safety clothes/gloves”?
- Are supporting documents numbered and arranged in the same order as listed in the expenditure itemization?
- If a quote lists multiple items, are items applicable to the proposed project highlighted?

(6 points) Is your proposal cost effective?

- Are the costs of the activities/tasks reasonable?
- Did you describe what measures you have utilized to minimize costs?
- Have you included cost savings that are derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc?
- Have you described any mechanisms that will be utilized to make the proposed program as cost-effective as possible, including the resources, staff and equipment that will be covered by the applicant or cooperating organizations?
- Have you kept the budget items for managerial, contingency or miscellaneous costs to a minimum?

Tips For Budget: On the back of the sample included in Attachment D is an example of how a budget should be itemized. Remember, this may not apply directly to your program, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar. Items less than fifty cents should be rounded down and those at fifty cents or more should be rounded up.

If your initial overhead or indirect rate exceeds ten percent (10%), double check to see if certain costs can be readily itemized to a particular project or activity and are they necessary for the operation of the organization and the performance of the program.

Time spent by a Manager or Supervisor performing an activity directly related to the execution of the grant (not supervision), such as chairing regional meetings, speaking at events, drafting program materials, etc. is a direct cost and should be charged to the appropriate activity. Any such activity must be clearly supported by appropriate documentation.

Justify and explain all non-specific costs such as overhead. Cost savings may not be applicable for every proposed budget, but should be addressed in some manner, even if just to explain why costs can not be trimmed.

Make sure your overhead and indirect costs are supported by a Cost Allocation Plan approved by an appropriate Supervisor/Manager in your agency. It must identify program elements included in the overhead/indirect cost calculation. For example: Total department indirect cost divided by total department direct cost base equals indirect cost rate.

6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. - 7 points (half to one page text)

(3 points) Are all required forms, documentation, Attachments and Map included? Are they all signed and boxes checked as appropriate?

- Application Cover Sheet—signed and check box marked for environmental justice considerations – See Attachment A
- Map of facilities available to residents
- Resolution – See Attachment B-1 and B-2
- Work Plan – See Attachment C
- Budget Itemization - See Attachment D
- Recycled Content Purchasing Evaluation Sheet – See Attachment E
- Letters of Authorization (if applicable) – Attachment F
- Letters of Support
- Summary of Staff Experience

(2 points) Are Appropriate Letters of Support Included?

- Do the letters of support (from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project) demonstrate support for the project and need for the services?
- Have letters from organizations that are cooperating organizations mentioned in the Work Plan been included to demonstrate their support and level of involvement?
- Are specific activities cited in the Work Plan referenced in the letter(s)?

(2 points) Is there Evidence of Experience and Ability to Coordinate Activities?

- Are staff and/or contractor technical qualifications sufficient to effectively complete each phase of the project described? (Include a summary of relevant experience. Resumes are NOT needed or required.)
- Is there evidence that staff have successfully managed government grant programs, including previous Used Oil or HHW grants?

Tips For Letter of Support:

Be sure to attach letters of support directly to your application. If they are sent to CIWMB Board Members, they may not be forwarded to the review team when evaluating your proposal. You may choose to “cc” the Board Members.

We encourage you to include letters that demonstrate need for your program.

7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE - 10 points Attachment E

Complete the Recycled-Content Purchasing (RCP) Evaluation Sheet (Attachment E.) You do not need to submit the policy itself as many have done in previous applications.

TIPS FOR RCP POLICY:

The policy, as well as your purchasing policies and business practices, provide evidence of your jurisdiction's commitment to "closing the loop" and represents a pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate. A sample policy can be found at www.ciwmb.ca.gov/buyrecycled/Policies/CIWMB.htm for your reference, but you are not required to submit your policy for review.

If your jurisdiction has been reluctant to adopt such a policy, now is the time! This section accounts for a significant number of points. A policy that has been adopted during the application period meets this requirement.

PROGRAM CRITERIA - 20 points possible

8. Rural Areas and Small Cities (3 points)

- Applicant must list the demographics of the jurisdiction(s) of the
- Rural areas (for a rural area is a county having a population of 200,000 or less); or Small cities (population of less than 35,000)

9. Underserved Populations (3 points)

- Applicant must document that the proposal serves an "underserved population". Underserved populations are defined as those having less access to HHW collection opportunities compared to other populations with comparable density and socio-economic status in the service area. A grantee should be able to clearly articulate a specific strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to HHW collection. The strategy should be summarized in this section, but included in more detail in the Work Plan.

10. Multi-jurisdictional Program (2 points)

The applicant proposes to establish a multi-jurisdictional HHW program that addresses regional needs. Participating jurisdictions should be listed in this section. Letters of support are also required.

Discretionary Criteria

11. No Recent HHW Grant Awarded (3 points)

The applicant did not receive a household hazardous waste grant award during the HD 12 (FY 2003-2004) grant cycle.

12. No Recent HHW Grant Awarded (3 points) The applicant did not receive a household hazardous waste grant award during the HD 11 (FY2002-2003) grant cycle.

13. Permanent HHW Collection Facility (6 points)

The applicant proposes to establish permanent and sustainable HHW collection facility. See definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1.

- Keep in mind that you must be fairly well along in your research to obtain all points in this section.
- Some potential problem have arisen with grant funding in the past. You must address the following:
- The site that the facility will be constructed on must be decided upon before submitting the application. A change of location could cause extensive additional planning and could cause the delay of the project. The jurisdiction could subsequently be unable to complete the project in the grant term.
 1. Jurisdictions that plan to establish permanent facilities on private property must prove a long-standing working relationship with the company or private landowner. Proof of a long term continued commitment to sponsor or co-sponsor the facility with the jurisdiction is required as is a commitment to continue operation consistent with purposes for which the CIWMB approved this application. The company/private landowner must provide assurance that the facility will be operated with an emphasis on promoting the public interest throughout the life of the facility.
 2. Jurisdictions must describe the land use and permitting obstacles that they have faced or will face. You must discuss these issues in this section if you have not already in the application.
- Failure to fully address the above criteria will result in fewer points and a less competitive application.

IV. GRANT ADMINISTRATION

The requirements for properly administering this grant will be fully set forth in the *Terms and Conditions* (Exhibit A) and the *Procedures and Requirements* (Exhibit B) of your Grant Agreement. As a courtesy, these Exhibits are provided in draft form as part of this application package. It is advisable for **both the program staff and the financial staff** of your jurisdiction to review these documents **BEFORE** submitting the grant application. **Please note: these documents are subject to change without notice prior to the grant award.**

- Exhibit A: Terms and Conditions
- Exhibit B: Procedures and Requirements

V. ATTACHMENTS

Attachment A	Application Cover Sheet
Attachment B	Sample Resolutions
Attachment C	Sample Work Plan
Attachment D	Sample Budget
Attachment E	Recycled Content Purchasing Evaluation Sheet
Attachment F	Sample Letter of Authorization
Attachment G	HD13 Grant Scoring Criteria